

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

LONG TERM CARE PROGRAM SUPERVISOR

Role Title: Program Administration Specialist II

Position # 00350

Pay Band 5, Level III Hiring Range: \$40,959 - \$70,000

Closing Date: November 13, 2012

Long Term Care Division seeks a self-starter and experienced leader to provide supervision for staff and programs focusing on all Medicaid Home and Community Based Waivers. This position is responsible for the oversight of the consumer-directed model of care and the Fiscal/Employer Agent Contract. Incumbent assists in the development and revision of waivers, regulations, policies, procedures, and reporting for state and federal authorities. The ideal candidate must have demonstrated proven experience in team building and effective leadership for professional staff, ability to work as part of a team, and to serve as a liaison with all levels of management. Must have experience overseeing complex operations, both processes and programs, and experience providing analysis for enhancement. Must have detailed and significant knowledge of the consumer-directed model of service delivery. Experience in contract management is preferred. Requires demonstrated ability to communicate effectively both orally and in writing including preparation of comprehensive reports and correspondence, as well as developing and conducting training. Experience with Medicaid home and community based waivers and knowledge of CMS and Medicaid a plus. Must be proficient using the PC. Bachelor's degree preferred; Master's degree a plus.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://dmasva.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA